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Personnel – General

IMCOM-Europe Orientation of New Civilian Employees

For the Director:

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Summary. This regulation provides guidance for the Orientation of New Employees (ONE) Program in IMCOM-Europe.

Applicability. This regulation applies to U.S. and local national civilian employees assigned to HQ IMCOM-Europe and its subordinate organizations.

Forms. AE and higher level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is IMCOM-Europe (IMEU-HRD, DSN 370-3941). Users may suggest improvements to this regulation by sending DA Form 2028 to IMCOM-Europe (IMEU-HRD), Unit 29353, Box 200, APO AE 09014-0200.

Distribution. C (AEPUBS).

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Glossary

1. PURPOSE

This regulation implements the Orientation of New Employees (ONE) Program for civilian employees of IMCOM-Europe.

2. REFERENCES

a. Publications.

- (1) Public Law 108-447, Consolidated Appropriations Act, 2005.
- (2) AR 25-400-2, The Army Records Information Management System (ARIMS).
- (3) AE Regulation 612-1, Community Central In- and Outprocessing.

b. Form. DA Form 2028, Recommended Changes to Publications and Blank Forms.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations.

4. RESPONSIBILITIES

United States Army garrison directors of human resources and HQ IMCOM-Europe division chiefs (or their designated POCs) will—

- a. Ensure local supervisors and managers participate in and support the ONE Program.
- b. Ensure supervisors schedule new U.S. and local national (LN) employees for the ONE Program as soon as possible after the new employee reports for duty.
- c. Develop a standard welcome letter and an inprocessing checklist. Appendix A provides a sample format for welcome letters. Appendix B is a sample office-orientation checklist. The sample should be modified to include local information and requirements. LN employees who are not required to speak or read English will receive a welcome letter and an inprocessing checklist in their native language.
- d. Ensure that sponsors are designated according to AE Regulation 612-1 and guide new employees through inprocessing according to that regulation.

e. Ensure all new employees complete the ONE Program Completion Survey within 30 days after they complete the ONE Program training. A copy of this survey is available in appendix C.

f. Help local supervisors and managers prepare individual development plans for new employees within 30 days after the employee arrives.

g. Complete and present a certificate to employees who have completed ONE Program training. A copy of the training certificate must be sent to the local civilian personnel advisory center for updating the individual's training record in the Defense Civilian Personnel Data System (DCPDS).

5. U.S. CONSTITUTION TRAINING

a. Public Law 108-447 requires Federal agencies to give new U.S. employees educational and training materials on the U.S. Constitution as part of the new-employee orientation. U.S. Constitution training need not be recorded in DCPDS or any other system.

b. Agencies must give educational and training materials to their employees. Employees, however, are not required to take the training unless they are new to the organization. All employees, however, are strongly encouraged to review the educational and training material and may be required to take the refresher training annually.

c. U.S. Constitution training and materials are available from the DOD Civilian Personnel Management Service website at <http://constitutionday.cpms.osd.mil/>. The estimated time to complete this training is 15 to 20 minutes for the basic course and 30 to 45 minutes for the basic course plus extra material.

6. NSPS-RELATED ORIENTATION TRAINING

Supervisors will ensure new U.S. civilian employees have received National Security Personnel System (NSPS) training. The garrison directorate of human resources will check the training files of new employees to determine if they have completed NSPS training. Employees who have not completed NSPS training will be directed to complete NSPS 101. The following NSPS training resources are available:

a. Online Training Resources.

(1) NSPS 101 is available at <http://www.cpms.osd.mil/nsps/nsps101/index.htm>. This course—

(a) Includes training on the human resources elements of NSPS.

(b) Provides a conversion calculator that identifies an employee's career group, pay schedule, and pay band.

(2) iSuccess training is available at <http://www.cpms.osd.mil/nsps/iSuccess/index.htm>. This training will help employees write effective job objectives and self-assessments.

(3) "Performance Management Resources, HR Elements for Managers Supervisors and Employees - A Guide to NSPS" is available at <http://www.cpms.osd.mil/nsps/docs/hrmsemagazineSIV3.pdf>. This guide provides an overview of the core elements of NSPS for managers, supervisors, and employees. It covers topics such as conversion, classification, pay and compensation, hiring and employment, and workforce shaping.

b. Factsheets.

(1) Performance Management Overview. The “Performance Management Overview Fact Sheet” is available at <http://www.cpms.osd.mil/nsps/docs/pmoverview.pdf>. It provides an overview of the five phases of the NSPS performance management system.

(2) Writing SMART Job Objectives. The “Writing Smart Objectives Fact Sheet” is available at <http://www.cpms.osd.mil/nsps/docs/writingjobobj.pdf>. It provides general information on the rationale, requirements, and criteria for developing effective specific, measurable, aligned, realistic/relevant, timed (SMART) job objectives; supervisory and nonsupervisory job objectives; and performance appraisals.

(3) Contributing Factors. The “Contributing Factors Fact Sheet” is available at <http://www.cpms.osd.mil/nsps/docs/contributingfactors.pdf>. It provides specific information on contributing factors as part of the NSPS performance management system. It also describes the purpose of contributing factors in the performance appraisal process and includes examples of and answers to frequently asked questions.

(4) Writing Effective Self-Assessments. The “Writing Effective Self Assessments Fact Sheet” is available at <http://www.cpms.osd.mil/nsps/docs/selfassessmentfactsheet.pdf>. It provides general information on self-assessments and the performance management system, lists guidelines for writing self-assessments, and provides information on the performance appraisal application.

APPENDIX A
SAMPLE WELCOME LETTER FORMAT

LETTERHEAD

XXXX-XXX

Date

MEMORANDUM FOR *Name, Complete Military Mailing Address*

SUBJECT: Welcome

1. On behalf of the Soldiers, civilian employees, and Family members of the United States Army Installation Management Command, Europe Region (IMCOM-Europe), I welcome you to the IMCOM-Europe family. I have assigned (*full name*) as your sponsor. *He/She* will assist you during your transition and answer any questions you may have about your new assignment and IMCOM-Europe. (*Sponsor's name*) will contact you before your arrival to help you and answer any questions you may have. You can reach your sponsor at civilian 011-49-XXXXX-XXXX or DSN (314) XXX-XXXX. Once you arrive, your sponsor will help you with local transportation, walk you through inprocessing, help set up any required appointments, and introduce you to your chain of command and coworkers.
2. Your assignment as a member of the IMCOM-Europe team will be professionally and personally challenging and rewarding. We have a vital mission in the Army to provide for the equitable, effective, and efficient management of Army installations in Europe. Our role is essential to supporting the Army's mission readiness and execution. We do this by ensuring Soldiers, civilian employees, and Family members have the best quality of life we can provide, and by improving the Army's infrastructure and preserving our Nation's environment.
3. We look forward to your arrival and want to do everything possible to help you in your new assignment.

SIGNATURE BLOCK

APPENDIX B

SAMPLE OFFICE ORIENTATION CHECKLIST

OFFICE ORIENTATION CHECKLIST

1.	Introduce the new employee to office staff, sponsor, security manager, activity career program manager, and activity career field manager (if applicable).	
2.	Give a tour of the facility (location of restrooms, water fountain, vending machines, lounge) and the immediate area, and introduce the new employee to other staff members.	
3.	Give an overview of the office's function and structure. Show the employee an organization chart. Explain the relationship of the office with other offices and how the office supports the IMCOM-Europe mission.	
4.	Show the employee where supplies are kept.	
5.	Review fire and other emergency procedures.	
6.	Discuss proper procedures for using the copier and fax machine.	
7.	Review office policy and procedures, including the following:	
a.	• Accountability.	
b.	• Career program and career field requirements.	
c.	• Chain of command.	
d.	• Confidentiality and protection of sensitive and classified Government information.	
e.	• Customer-service philosophy.	
f.	• Duty roster.	
g.	• Government vehicles (if applicable).	
h.	• Mandatory training (for example, antiterrorism, equal employment opportunity, ethics, prevention of sexual harassment, sexual assault).	
i.	• Office organization (files, supplies).	
j.	• Office resources (for example, directories, dictionaries, style manuals, computer program manuals, staff listing).	
k.	• Operations security.	
l.	• Reporting on-the-job accidents.	
m.	• Staff meetings.	
n.	• Telephone, e-mail, and Internet use.	
o.	• Training and individual development plan.	
p.	• Travel, temporary duty, and the Defense Travel System.	
q.	• Workhours.	
8.	Give the new employee the office name and address.	
9.	Provide information about after-hours and weekend access to the office.	
10.	Provide information about office safety.	
11.	Review vacation, sick, and personal leave policy.	
12.	Review computer competency, including the following areas:	
a.	• E-mail and Internet.	
b.	• File servers and virtual drives.	
c.	• Knowledge of and familiarity with organization's hardware (turning on PCs, backing up data, printing, logging off at day's end) and software (Word, Excel, PowerPoint, other programs).	
d.	• Policy and procedures (for example, information assurance, PKI).	
13.	Discuss weekly tasker-sheet updates.	
14.	Discuss the office's projects and who is working on each one (use handout).	
15.	Review the standard office briefing.	
16.	Discuss the PowerPoint template for IMCOM-Europe and the format for information papers, executive summaries, and staff action summaries.	

APPENDIX C**ORIENTATION OF NEW EMPLOYEES (ONE) PROGRAM COMPLETION SURVEY**

IMCOM-EUROPE ORIENTATION OF NEW EMPLOYEES (ONE) PROGRAM COMPLETION SURVEY		
	YES	NO
Office or Garrison Name _____ Date _____		
1. Was the ONE Program information presented in a clear and concise manner? If no, please explain. _____ _____ _____		
2. Was the information provided in the ONE Program package helpful? If no, please explain. _____ _____ _____		
3. Was a sponsor assigned during the orientation process? If no, please explain. _____ _____ _____		
4. Did you receive a welcome letter when you inprocessed?		
5. Was the supplied checklist easy to follow? If no, please explain. _____ _____ _____		
6. Have you completed the organization's ONE Program training class? If no, are you scheduled?		
7. Please identify any area of the ONE Program that needs improvement. _____ _____ _____		
This survey should be completed within 30 days after you complete the ONE Program training and sent by e-mail to HRD, IMCOM-Europe.		

GLOSSARY

AE	Army in Europe
AEPUBS	Army in Europe Publishing System
APO	Army post office
ARIMS	Army Records Information Management System
DA	Department of the Army
DCPDS	Defense Civilian Personnel Data System
DOD	Department of Defense
DSN	Defense Switched Network
HQ	headquarters
HR	human resources
IMCOM-Europe	United States Army Installation Management Command, Europe Region
LN	local national
NSPS	National Security Personnel System
ONE	Orientation of New Employees
PC	personal computer
PKI	public key infrastructure
POC	point of contact
SMART	specific, measurable, aligned, realistic/relevant, timed
U.S.	United States